



PROFESSIONAL SERVICES BULLETIN

Submittals for projects
appearing in this
*Professional
Services Bulletin*
**are due by
11:00 a.m.,
January 7, 2010**

The projects from this
bulletin will be
presented at the
**March 9, 2010
Board Meeting.**

NOTICE TO RECIPIENTS:

Please read carefully and
follow all rules and instructions
in this document.

REMINDER: You are able to
access the 255 Form
(**REVISED 05/09**) in the
Reference Library Section of
CDB's website. Use only this
version of the form for
submittal.

Posted to website 12/22/09.

Board Meeting results can be
found on CDB's website
March 9, 2010.

CDB's Internet Address:
www.cdb.state.il.us

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PROFESSIONAL SERVICES BULLETIN

GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, www.cdb.state.il.us.

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee
Capital Development Board
3rd Floor, William G. Stratton Building
401 South Spring Street
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
 - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
 - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).
- In accordance Public Act 095-0971:
 - a) If the Prime A/E is required to be registered with the Board of Elections, then the registration certificate must be submitted with the 255 form.

PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

SUBMITTAL PROCEDURES:

- **REMINDER: You are able to access the REVISED 255 Form located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.**
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal. One (1) copy of the Board of Elections registration certificate is necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.
- The original submittal must contain the signature of the firm's president, vice president, partner

or sole owner or any other person authorized to execute business for the firm.

- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Including any individual previous contract values can result in rejection of the submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).
- Failure to comply with Public Act 095-0971 reporting requirements, if not remedied within five business days, will result in rejection of the submittal(s).

SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website (www.cdb.state.il.us) the day after the Board Meeting as designated on the respective bulletin cover.

FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
 1. The project type classification.
 2. The scope of basic services required to complete the agreed upon project scope.
 3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
 4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

IMPORTANT ETHICS REQUIREMENTS FOR VENDORS TO THE STATE OF ILLINOIS

On September 25, 2008, the Illinois legislature passed Public Act 095-0971 (the “Act”), which contains new registration and reporting requirements for many State vendors and bidders, as well as additional limitations on campaign contributions by these entities and their affiliated entities. The full text of the Act, as well as a Fact Sheet about it, may be found on the Illinois Procurement Bulletin, www.purchase.state.il.us.

Public Act 095-0971

The Prime A/E will need to certify whether or not registration with the Board of Elections is applicable. This certification is provided in the revised 255 form. If registration is required, then the Prime A/E will need to provide the certificate with each 255 submittal.

Public Act 095-0971, effective January 1, 2009, requires that any bidder/vendor be registered with the Board of Elections if 1) the company’s annual total of bid/proposals on State contracts in a given calendar year exceed \$50,000; 2) the company’s annual total of bid/proposals on State contracts, combined with the annual total of State contracts already awarded in a calendar year, exceed \$50,000; or 3) the company’s annual total of State contracts already awarded in a calendar year exceed \$50,000. The Act also contains limitations on campaign contributions by State Vendors and their affiliated entities.

The 255 form is considered a proposal and, therefore, is subjected to the above requirement. Although exact contract amounts are not determined until negotiations are completed, projects typically listed in the bulletin could have total professional services contract values in excess of \$50,000. Therefore, by submitting the 255 form(s) your firm may need to place an emphasis on registering with the Board of Elections.

The CDB 255 form has been updated to include this new requirement. Each submittal is required to use the revised 255 form and must comply or it will result in rejection of the submittal.

CDB PROJECT NO. 006-100-004
Office of the Architect of the Capitol
Commissioning Services for HVAC Upgrade / ADA Improvements
Capitol Building - Springfield

CDB PROJECT MANAGER: Ed James

APPROPRIATED AMOUNT: \$700,000
ESTIMATED TOTAL COMMISSIONING COST: \$1,000,000

INTERVIEW LEVEL

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group I R

The State Capitol Building is a 368,000 square-foot, six-story building constructed in 1876.

The scope of work provides for planning and beginning of building commissioning services for the Capitol Building HVAC, ADA and life safety upgrades of the west (Phase II), north (Phase III), and east (Phase IV) wings of the building. Commissioning services will be a five-level process including planning (design intent); design (reviews); construction (field inspection and start-up); functional performance testing (including O & M training); and project close-out and warranty review. Scope of services also includes selective review of completed Phase I (south) work.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 040-080-001
Department of Veterans' Affairs
Construction of a 200-Bed Veterans' Home Facility
Construction Management Services
Chicago Veterans' Home - Cook County

CDB PROJECT MANAGER: Jane Gucker

APPROPRIATED AMOUNT: \$17,000,000

ESTIMATED TOTAL PROJECT COST: \$65,500,000

INTERVIEW LEVEL

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$5,000,000

PROJECT FEE CLASSIFICATION: Group I N

The Capital Development Board (CDB) requests qualifications from Construction Management firms to provide Construction Management Services at Agency professional services in connection with the above project.

Submittals are due 11:00 a.m., January 7, 2010

Submittals are to be sent to:

Qualifications Based Selection (QBS) Committee

Attention: Jim Dautel

Capital Development Board

3rd Floor, William G. Stratton Building

401 South Spring Street

Springfield, IL 62706

Final approval of selection of the Construction Manager is scheduled for the March 2010 CDB Board meeting.

DESCRIPTION OF PROJECT

The Illinois Department of Veterans' Affairs (DVA) operates veterans' homes in various locations in Illinois, and has received funding to construct a 200-bed veterans' home to be located on a portion of the Chicago - Read Mental Health Center site. This facility will provide skilled care for Illinois veterans, including accommodations for Alzheimer's care. The facility must comply with the requirements of the United States Department of Veterans' Affairs and the Illinois Department of Public Health. The United States Department of Veterans' Affairs requires design in conformance with the Community Living Concepts (CLC).

This facility must be designed and constructed in accordance with CDB Green Guidelines for State Construction Projects, and requires a minimum of LEED Silver Certification or a Green Globes two-globe rating. The Construction Manager (CM) will serve as coordinator of the green building certification process.

The selected CM must retain services of a commissioning agent to provide commissioning services deemed necessary for LEED compliance. The commissioning agent shall meet the

requirements of LEED Certification or Green Globes rating system. The CM shall include qualifications of the proposed commissioning agent in their submittal.

Project Delivery Method: Multiple prime contracts will be used on this project with a minimum of five trade contracts as required by the Illinois Procurement Code. The CM may recommend additional trade contracts based on logical divisions of the work to meet the project schedule and minority and/or female business enterprise goals (MBE/FBE). In addition, utility work, selected demolition work, or site remediation work, if required for project completion, may be bid separately. The coordination and scheduling of the work in all of these contracts will be the responsibility of the CM.

Estimated Total Project Budget: \$ 65,500,000.

OUTLINE OF REQUIRED CONSTRUCTION MANAGEMENT SERVICES

CM at Agency: CDB shall contract directly with all prime construction contractors.

Construction management services required under this contract may include, but are not limited to, the following:

Scheduling

- Develop a comprehensive critical path project schedule with input from the using agency, the CDB, and the architect/engineer (A/E) that includes adequate detail to actively track progress from the start of the design development phase through project close-out.
- Investigate and recommend a schedule for the purchase of materials and equipment requiring long lead-time procurement.
- Develop a final project construction schedule (computerized CPM).
- Develop bid schedule(s).
- Keep construction schedule current.
- Provide a monthly executive summary including actual vs. projected progress and recommendations.

Estimating and Budget Control

- Review and evaluate the total project budget, including facility development and construction costs, site costs, and building construction costs with escalation and contingencies. Prepare a detailed construction cost estimate based on design documents prepared by the A/E.
- Update detailed construction cost estimate as the A/E refines construction phase documents. Formal submittal of construction cost estimate is required in conjunction with each A/E submittal.
- If the estimate exceeds the construction cost budget at any stage of design, make recommendations for possible cost reductions or bid alternates to bring the project within budget.
- Recommend construction contingency for each contract.
- Assist in review and evaluation of bids received.
- Provide written explanation of bids differing substantially from the CM and the A/E's estimate.
- Provide budget management and financial reporting.
- Review change orders and contractor pay requests.

Scope and Design Document Review and Input

- Review project scope with the A/E, the CDB, and the using agency.
- Review and comment on constructability of the A/E's designs and details.
- Make recommendations on feasibility of construction methods and possible economies.
- Evaluate and make recommendations on primary and secondary building materials, systems, equipment, and special requirements.
- Assist the A/E in separation of the construction documents into divisions for various categories of work.
- Assist the A/E in coordinating the drawings and specifications.
- Assist the A/E and the using agency with coordination of the user agency's movable equipment planning.
- Develop a site mobilization and construction staging plan.

LEED Commissioning Agent and LEED Documentation

- Contract with commissioning agent to provide all commissioning services required for this project.
- Facilitate and monitor completeness and timeliness of LEED submittals during project design phase.
- Maintain all documentation required for submittal to meet the requirements of the LEED certification process following completion of construction documents. This includes all documents required during bidding, construction and project close-out. The CM shall submit all documentation as required or provide documentation to the A/E for submittal and monitor submittal of documentation, as determined by the CDB.

Construction Outreach Services

- Assist the CDB and the A/E in marketing the project to the construction community.
- Assist the CDB with the MBE/FBE outreach and contractor prequalification opportunities.
- Assist in conducting the pre-bid conference(s).

Coordination of Construction

- Develop construction project organization.
- Prepare the minutes of all meetings or conferences and distribute.
- Assist in the identification and assignment of long lead-purchase items.
- Assist the A/E with plan interpretation.
- Coordinate problem resolution among project team members.
- Assist the A/E to coordinate testing and balancing of mechanical systems.
- Coordinate equipment commissioning and training as required.
- Coordinate punch list preparation and substantial completion.
- Coordinate close-out and final acceptance.

Document Management

- Organize and maintain files for all documents generated through the course of the project.
- Maintain and manage submittals and submittal logs, RFI's, RFP's, CO's, and all other construction-related documents.

- Collect and maintain MBE/FBE utilization data.
- Collect LEED submittal data as required for submittal for certification.

GENERAL CONDITIONS

- Coordinate with state and city agencies as necessary.
- Coordinate with the CDB to help contractors achieve MBE/FBE goals in contracting and labor force.
- Establish site logistics, including traffic management plan, site staging and mobilization.
- Provide field offices, access roads, parking areas, etc.
- Provide site security.
- Provide temporary utilities and other general conditions items as requested by the CDB.

Additional information regarding insurance requirements, payment, and other contractual issues may be found in the CDB publication Standard Documents for Construction for projects with a Construction Manager – June 2009, which is available in the Reference Library on our website (www.cdb.state.il.us).

PROCUREMENT OF CONSTRUCTION MANAGEMENT SERVICES

The selection of the CM firm will be based on experience, location, and capability of providing the full range of pre-construction and construction phase services.

As the initial step in the selection process, pre-qualified CM firms shall submit a Statement of Qualifications, as outlined, for review by the Selection Committee. The Selection Committee will establish a short list of CM firms, conduct interviews and make a recommendation for selection to the CDB Board.

Pre-Qualification Requirements

CM firms must be pre-qualified with the CDB prior to the submittal deadline to be considered for this project. Pre-qualification information and required forms are available on the CDB website: www.cdb.state.il.us, in the Reference Library.

Please note that for this project, firms must have offices and staff headquartered in the State of Illinois and be registered and authorized to do business in the State of Illinois.

Statement of Qualifications

A Statement of Qualifications for this project shall be submitted by each firm that desires to be considered for this project. The Statement of Qualifications shall include:

- ◆ Submittal letter signed by an officer of the company attesting to the validity of the contents of the Statement of Qualifications.
- ◆ Summary of firm's qualifications, history, location, size, philosophy, etc. (no more than three pages).
- ◆ Firm's understanding of and approach to this project, including any unique or outstanding characteristics (no more than two pages).

- ◆ Prior firm experience in successful planning and construction of similar projects (no more than five pages per project).
- ◆ Prior firm experience in LEED documentation and commissioning services.

Firms shall submit descriptions of three to five projects which were completed within the past seven years and had a minimum project budget of \$15 million, that match the scope of this project, and where the firm provided both pre-construction and construction phase services as a CM at Agency.

Include the following information for each project:

- Project description – size/type of building.
- Project location - urban or suburban setting, site constraints.
- Project budget.
- Scope of CM work.
- Unique characteristics and challenges.
- Specific accomplishments.
- Schedule – length of project, was project completed on time? Why/why not?
- Construction budget.
- Construction cost estimate - original contract value - final construction cost - discuss/explain changes in project cost between original estimate and final cost.
- Number of change orders - cost of all changes - percentage of changes due to changes in project scope.
- Number of RFI's.
- Services provided for LEED certified projects, including project certification level.
- CM's project staff, including principal, project manager, site superintendent.
- CM's consultants (if any).
- Owner/Client contact information.
- Architectural firm, project manager, project designer, contact information.

◆ **Personnel (no more than 20 pages)**

List of personnel to be assigned to the project and their positions; at a minimum include project executive, project manager, site superintendent, estimator, and scheduler. Include a resume for each person, including education, experience, time with firm, and recent projects.

◆ **Deliverables (no more than 10 pages, including examples).**

A description of the deliverables that the CM will provide throughout the course of the project. Include examples where applicable (e.g. schedules, submittal logs).

The Statement of Qualifications should be organized as follows:

Tab 1: Submittal letter

Tab 2: General description of firm, philosophy, accomplishments, value

Tab 3: General description of project understanding and challenges

Tab 4: Relevant project experience

Tab 5: Resumes of personnel to be assigned to the project and description of their responsibilities

Tab 6: Description of deliverables

Submit **one original** and **six copies** in three-ring binders labeled with the firm name and project name and number. Clearly identify the original binder. All submittals should be on 8½ x 11 sheets, or if necessary, 8½ x 14 sheets folded to 8½ x 11 size. Company brochures will not be reviewed.

Qualification submittal shall be in the form described above; submittal shall not be made using the CDB 255 form.

Review of Submittals and Creation of the Short List

Statements of Qualifications submitted by pre-qualified firms will be reviewed by the Selection Committee. The Selection Committee will prepare a short list of three to five firms for the purpose of conducting interviews. Upon completion of the interview process, the CDB will rank the short listed firms and that ranking will be submitted to the CDB Board for approval. Upon approval, the CDB will begin negotiations with the successful firm. All applicants will be notified in writing of their prequalification status, short list status, and Board approval status.

Shortlisted firms will be notified of any additional information required before the interviews.

Key elements of the Selection Committee Review

- Firm's relevant experience on similar projects.
- Specific relevant experience of the key individuals assigned.
- Size of organization.
- Willingness and ability to meet time requirements.
- Track record indicating an ability to work cooperatively and collaboratively with other members of a large project team on similar projects.
- Record of timely completion on similar projects.
- Proven quality of performance of the CM firm throughout all phases of the design and construction process.
- Inclusion of Minority Business Enterprise/Female Business Enterprise.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.